COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
STUDY SESSION

WEDNESDAY 1:30 P.M. MARCH 3, 2004

Board members in attendance: Max Golladay, Perry Huston & Bruce Coe

Others: Julie Kjorsvik, Clerk of the Board; Judy Pless, Budget & Finance Manager.

Judy Pless, Budget & Finance Manager, gave an update on a recent conference she had attended. She said the State Auditors may begin focusing more on Contracts between the County and other entities. She suggested all contract be kept in the Commissioner’s office, as a central location, since they have to be approved at an agenda session. She recommended having computer services create a form on myKIN, which would automatically assign each contract a number, including the department name, date of contract, etc. A log would also be created for easy review.

Judy said the County should not be issuing any prepayments, for example, funds that have been awarded for hotel/motel funding. She said those that are awarded funding, should either have a contract with the County, or they need to submit bills with an itemized list of expenditures and the County could reimburse those costs. Judy said she preferred that they submit itemized documentation for what was spent.

Judy informed the Board that according to Jim Hurson, Deputy Prosecutor, all vouchers and payroll should be signed by the Board during a public meeting. Perry questioned if PAF’s should be signed in a public meeting as well.

The Board directed Judy to work with Computer Services and Julie, for a process of keeping track of all County contracts, for better efficiency and tracking purposes.

Meeting adjourned at 2:00 p.m.

CLERK OF THE BOARD

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Julie A. Kjorsvik

Perry D. Huston, Chairman

03/03/2004 MINUTES

APPROVED

3-16-04